

## 【Legal Firm/Admin】 WFH/Flex Options

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1484511

## 業種

法律事務所

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

400万円 ~ 500万円

## 更新日

2024年06月26日 13:21

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ネイティブ

## 最終学歴

大学卒： 学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

Seeking a Billing Administrator to join a prestigious international law firm in Tokyo. This role involves detailed billing and invoicing tasks, supporting the firm's legal professionals.

## Client Details

A leading international law firm based in Tokyo, known for its flexible and supportive working environment. The firm boasts a diverse team of lawyers proficient in multiple languages, providing a dynamic and inclusive workplace. They offer excellent work-life balance with remote work options and minimal overtime.

## Description

- Prepare monthly invoices following instructions from fee-earners.
- Create draft billing proformas for client services.
- Verify billing proformas to ensure fees and disbursements are accurate, with necessary evidence included.

- Support the billing team during peak times, managing additional tasks as needed.
- Update internal client databases and assist with BD events.
- Perform secretarial tasks and support services for fee-earners as necessary.

#### Job Offer

- Agile work options, including flexible hours for work-life balance.
- Convenient office location in central Tokyo.
- Generous annual leave, including 20 days of paid vacation from the first year.
- Comprehensive benefits package with excellent health and wellness programs.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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#### スキル・資格

- Strong numerical skills and attention to detail.
- Advanced proficiency in Excel; experience with Elite 3E or similar system preferred.
- Organized, reliable, and able to work independently.
- Native level Japanese with Business level English.

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#### 会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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